



CHRO News

Give us 5 Minutes, and we will
give you all the HR news you need
to know now!

May 2022

MCAGCC Civilian Human Resources Office, Building 1433, Twentynine Palms, CA 92278

The HR webpage can be found here: <https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

FY23 PERFORMANCE STANDARDS ARE DUE NOW!

FY23 Critical Performance Elements & Standards in MyBiz+ (approval and acknowledgements) are due. If you have not completed these, work with your supervisor to ensure completion now. Appraisal Guides were distributed via email, and are available on the HRO website,

REMINDER - Employee Annual Mandatory training completions are due on 10 September.

ROBERT E. BUSH NAVAL HOSPITAL VACCINE INFORMATION UPDATE

The Robert E. Bush Naval Hospital/Naval Hospital Twentynine Palms is offering the Moderna and Pfizer COVID-19 vaccines to all eligible DoD beneficiaries, DoD civilians, and contractors 5 years or older to include second booster doses. Vaccines are available in Clinic C in the main hospital. To make an appointment, please call (760) 830-2654. Vaccines are available on a walk in basis Mon-Fri 8 a.m.-4 p.m. subject to availability. The online appointment request website is no longer active.

Updated second booster dose information:

- * People ages 12 years and older who are moderately or severely immunocompromised may choose to receive a second booster dose using an mRNA COVID-19 vaccine at least 4 months after the first booster dose.
- * People ages 50 years and older who are not moderately or severely immunocompromised may choose to receive a second booster dose using an mRNA COVID-19 vaccine at least 4 months after the first booster dose.
- * People ages 18-49 years who are not moderately or severely immunocompromised and who received Janssen COVID-19 Vaccine as both their primary series dose and booster dose may receive a second booster dose using an mRNA COVID-19 vaccine at least 4 months after the first Janssen booster dose.
- * For more information on COVID vaccine booster dose recommendations, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>.

- * Note: Moderna and Pfizer vaccines are mRNA vaccines.

FY22/23 Individual Development Plans (IDPs) are due!

Completion rate is just over 62%. Employees should submit their new plans to their supervisors as soon as possible. IDP guides for individuals and supervisors can be located on the HRO webpage to assist you:

<https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

UPCOMING TRAINING OPPORTUNITIES

***** To register for any training opportunity, please email: SMBPLMSHROTRAINING@usmc.mil *****

Marine Corps Acculturation Program (MCAP) ALL NEW EMPLOYEES **Wed., 25 May**

This required program is designed to assist new employees with understanding the history, customs and courtesies of serving with Marines and being a member of the Civilian Marines. This is a one time required training for all new employees. Modules include: Marine Corps Organization, History and Culture, Being a Civilian Marine, Acronyms and more.

Time/Location: 1:30 – 3:30 pm in building 1525 south end

Audience: ALL NEW EMPLOYEES

Defense Performance Management Appraisal Program (DPMAP) Classes **Thurs., 26 May**

FY23 Performance Plans are due! Sessions are designed to assist new employees and supervisors with understanding the performance cycle, requirements with an introduction to the Performance Management program in MyBiz+. This is a one time **required** training; may also be used as a refresher.

Time: **Employees:** 8:30am -11am

Supervisors: 1:30pm – 4pm

Location: Building 1525, south end

Audience: ALL NEW EMPLOYEES and NEW SUPERVISORS

Human Resources Training of Supervisory Personnel **Tues/Wed, 7 & 8 June**

Topics include: Position Management, Worker's Compensation, Merit Systems Principles, Equal Employment Opportunity, Reasonable Accommodation, Ethics, Leave Issues, Employee and Labor Relations, Professional Development and much more. * Supervisors should begin taking the Supervisory Modules in TWMS to prepare for the course. Registration for the training course at SMBPLMSHROTRAINING@usmc.mil.

Time/Place: 8am – 4pm each day, Building 1525, Training Room, South end

Audience: Civilian and Military Supervisors of Appropriated-Fund Civilians

All classes are held in Building 1525, Training Room, South end

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Defense Civilian Emerging Leader Program

The Defense Civilian Emerging Leader Program (DCELP) offers a dynamic learning environment for entry-level and emerging Federal leaders at the GS 7-12 or equivalent level. During the four seminars lasting one week each, participants are immersed in a variety of experiential activities that promote self-awareness, enhance oral and written communication skills, share proven team building strategies, and strengthen overall leadership capabilities. DCPAS plans and executes the DCELP. At the conclusion of the program, DCELP participants come away with the tools needed to thrive in today's government.

DCELP will have two separate cohorts. The first cohort, "Big 3", (March to May 2023) will include 144 participants from the Human Resources, Financial Management, and Acquisition functional communities. The second cohort, "Other", (June to September 2023) will include 146 participants from all other DoD occupational series and federal interagency partners. DCELP tuition is funded centrally by DCPAS, and the travel requirements for DCELP participants are funded by the Component organizations. More information may be found at:

<https://www.dcpas.osd.mil/learning/civilianleaderdevelopment/defensecivilianemerging>

For a package and USMC submission guidelines, contact Virginia.h.Sulick@usmc.mil. Packages must be submitted and routed through appropriate channels to the Human Resources Office no later than COB 10 June 2022 for Command Endorsement.

FEDERAL RETIREMENT THRIFT INVESTMENT BOARD ANNOUNCES PLANNED DOWN TIME FOR RECORD KEEPER TRANSITION

The Federal Retirement Thrift Investment Board (FRTIB) has announced planned Thrift Savings Plan (TSP) down time to allow for a transition to its new record keeper. TSP is introducing exciting new features to make the TSP experience even better. There will be more flexibility in accessing “My Account”, new investment options, more options to contact TSP representatives for help, and even more transactions that can be completed smoothly and securely online. The transition period is scheduled to be May 16th through the first week of June.

During the transition period, participants’ funds will remain invested in the TSP funds that were elected. The transition period begins on May 16, 2022 and ends the first week of June. Toward the end of the transition period, the FRTIB will suspend all TSP transactions for several days beginning on May 26, 2022. Access to My Account and the ThriftLine will be suspended during this time in order to add new features to enhance the ways participants manage their TSP account.

The FRTIB encourages TSP participants to consider whether this transition period will affect their retirement planning, especially if they are planning to request any transactions during May of 2022. While current TSP investments will remain active during this transition period, the FRTIB will need to temporarily suspend investment changes toward the end of the transition period, beginning May 26. TSP participants will not be able to change their investment choices during this brief time. TSP participants should review their current investment choices and make sure they still align with individual retirement goals.

Planned down time for each transaction type varies; information about the transition and the new features that will be available to TSP participants can be found at: https://www.tsp.gov/new-tsp-features/?utm_source=website&utm_medium=banner&utm_campaign=getexcited1

* * * * * **IMPORTANT TSP DATES** * * * * *

16 May is the last day to:

- Access forms on TSP.gov
- Complete TSP-60 or TSP-60R
- Access online tools in “MyAccount”
- Upload forms in “MyAccount”
- Complete loan agreements
- Submit Loan payments/payoffs
- Make Withdrawal Requests
- Secure Messenger will be read only until after transition is completed, messages will not transfer to new system

17 May is the last day for TSP to receive written correspondence (Mail, fax)

26 May (noon EST) is the last chance to:

- Make investment transactions (including interfund transfers and changes to contribution allocations).
- Last chance to amortize (term and payment). This function will no longer be available
- Access My Account to make investment transactions.
- Profile changes, including contact information

26 May - ALL TRANSACTIONS WILL BE SUSPENDED through the first week of June.

NEW! TSP MOBILE APP

Starting in June, employees will be able to download and use the official TSP Mobile App for on-the-go access to TSP accounts. Most TSP actions will be available through the TSP Mobile App:

- Monitor TSP account and complete transactions from anywhere, anytime.
- Checking account balances, track fund performance, and make transaction requests, sign and submit forms and documents, change investment elections, scan rollover checks, and more.
- Access to TSP support around the clock with a virtual assistant called AVA. A live-chat feature will connect to a ThriftLine Representative online during business hours.
- To add an extra layer of security, employees will have the option to log in with their device's biometrics, such as fingerprint or facial recognition.

When the TSP Mobile App is available for download, the link will be posted on the TSP.gov website. This ensures that the official TSP app will be downloaded.

Questions? Call 1-877-968-3778

FRANKLIN COVEY PROFESSIONAL DEVELOPMENT MATERIALS AVAILABLE AT BLDG. 1433N

The Civilian Human Resources Office (CHRO) is downsizing the professional library. Participant copies of many of Franklin Covey's Signature programs (Execution, Personal Discipline, 7 Habits and more), will be available in the lobby of the CHRO in building 1433N from 7:30am to 4pm, Monday through Friday. Materials will be available until 27 May.

DEPARTMENT OF THE NAVY CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (DON CEAP)

Department of Navy employees are busy juggling work and family and it is not unusual to encounter difficulties with stress, family, relationships, alcohol, work, or other issues which impact their quality of life. The Department of Navy (DON) values its employees and has partnered with Magellan Health to provide a centralized Employee Assistance and Work-Life program for employees and their household members. The Department of Navy Civilian Employee Assistance Program (DONCEAP) provides a wide range of services to employees and their household members. Employees can access services 24/7 through the web www.MagellanAscend.com or by phone **(1-844-DONCEAP)**. A professionally staffed call center will provide answers to questions, research information, link employees to a wide variety of qualified local services, and provide licensed confidential support to help with difficult issues.

IMPORTANT ANNUAL TRAINING UPDATE

There are only 4 months left to complete the annual training requirements. Employees should make time to start completing their training now in order to avoid the inevitable September system crashes and access challenges.

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| * FY22 DOD Cyber Awareness Challenge | * FY22 Workplace Violence Prevention |
| * FY22 Level One Antiterrorism Training | * FY22 Operations Security (OPSEC) |
| * FY22 Records Management | * FY22 Prevention of Sexual Harassment (POSH) |
| * FY22 DON Civilian Sexual Assault Prevention and Response Training | |
| * FY22 Privacy and Personally Identifiable Information (PII) Awareness Training | |
| * FY22 DOD Counterintelligence Awareness and Reporting | |

NOTE: A DON determination has been made that the requirement to complete "Counterintelligence Awareness" can no longer be filled by taking TWMS-614671. The annual training requirement can be met by taking the course in person (preferred method), or by taking "COUNTER INTELLIGENCE AWARENESS AND REPORTING – CAIR" COURSE ID: DON-CIAR-1.0 in Navy eLearning Online.

CFC NATIONWIDE SPECIAL COMBINE FEDERAL CAMPAIGN SOLICITATION FOR 2022 WAR IN UKRAINE AND HUMANITARIAN CRISIS

The U.S. Office of Personnel Management (OPM) announced that the Combined Federal Campaign (CFC) will conduct a special solicitation that will allow the federal community to support charities serving and affected by the war in Ukraine and the resulting humanitarian and refugee crisis. This special solicitation will run through June 30, 2022.

“Through the annual Combined Federal Campaign (CFC), members of the federal family demonstrate that our commitment to public service extends far beyond the workplace,” said OPM Director Kiran Ahuja. “In this moment of need, our efforts should focus on assisting the people of Ukraine.”

On March 24, 2022, President Joseph R. Biden, Jr. ordered federal assistance to help ease the burden on people in Europe and refugees around the world impacted by the war. Millions of Ukrainians, especially vulnerable populations, are in great need. Many of these individuals are unable to access clean water, food, shelter, and medical care. In response, OPM will open a CFC special solicitation to help victims and refugees affected by the war, and by shortages in food, medical attention, housing, and other day-to-day needs.

A nationwide special solicitation will allow federal employees to voluntarily support the CFC’s participating charities that may be aiding people and organizations willed, injured, and otherwise displaced during this war as well as those on the front-line providing emergency assistance to global citizens affected by this crisis. All non-profits included in this special solicitation were approved to participate in the 2021 CFC.

By reactivating the CFC, OPM encourages federal workers, members of the military, and postal employees to provide emergency assistance that will contribute toward the health and stability of charities and the people who rely upon them for critical help at this time.

Federal employees have collectively raised over \$8.5 billion for CFC since it began in 1961.

Donations supporting Ukraine can be made to one or more of the organizations included in the 2021 [CFC Charity List](#) at the [CFC online portal](#).

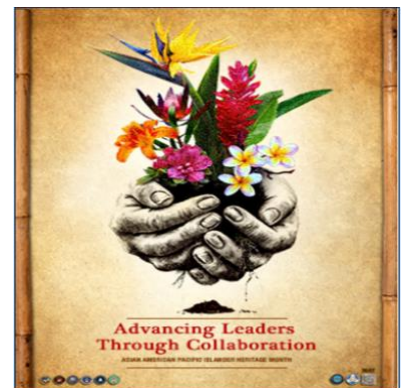
Combined Federal Campaign



ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

The observance recognizing Asian American and Pacific Islander Heritage Month was established by Title 36, U.S. Code, Section 102. This observance runs through the month of May and celebrates the service and sacrifices of Asian/Pacific Islanders throughout the United States. The theme for this event changes each year.

Did you know? There are over 1000 Asian Americans currently serving as Civilian Marines, and over 22,000 Civilians serving with the Navy. We salute you!



MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Department of Defense 2022 Asian American Pacific Islander Heritage Month
Observance

The Department celebrates May 1-31, 2022 as Asian American Pacific Islander (AAPI) Heritage Month, acknowledging the contributions of Asian Americans, Native Hawaiians, and Pacific Islanders in defending America's freedom.

This year's theme, "Advancing Leaders Through Collaboration," recognizes the collective benefits resulting from a spirit of community, cooperation, and cultural engagement. Despite racial and ethnic barriers to advancement, generations of Asian Americans, Native Hawaiians, and Pacific Islanders sacrificed, and continue to serve, as military members and civilian employees. In 2021, they comprised approximately 8 percent of DoD's enlisted force, 6 percent of the commissioned officer corps, and 12 percent of civilian employees. There are many leaders from the Asian American Pacific Islander community who served in DoD with distinction and in mission critical positions such as Vice Admiral (Retired) Raquel C. Bono, former Director, Defense Health Agency; Dr. David Chu, former Under Secretary of Defense for Personnel and Readiness; and General (Retired) Eric Shinseki, the first Asian American 4-star General and 34th Chief of Staff of the Army.

The richness of the AAPI Heritage promotes an intercultural exchange and fosters diverse perspectives in our Department. For example, alternative medical practices rooted in Asian traditions, like acupuncture, provide relief to American warfighters recovering from injury. Asian cuisines are a staple in the American economy; there are restaurants located on our military installations, and in every major city of our country we can see their cultural influence. American Marines, Soldiers, Sailors, Airmen, Guardians, and their families have experienced a breadth of Asian and Pacific Island culture leading to lifelong connections that became extended family and friends.

America, as we know it, would not be the same without the vibrancy of the AAPI communities in our society. We honor their enduring legacy and contributions to our nation and stand united in fostering a community of belonging for all people. For resources and help with leading and organizing observances, visit: <https://www.defenseculture.mil/Human-Relations-Toolkit/Special-Observances/#asian-american-pacific-islander-heritage-month>.



Gilbert R. Cisneros, Jr.